

Administrative Procedure

Request for Field Trip

Teacher's Name Laura Pitts School OCCHS

Destination (include address) Gaylord Opryland Hotel / Nashville, TN

The request is for a field trip listed in the current board-approved edition of the Obion County School District's Field Trip Manual

The request is for a field trip which is not listed in the current board-approved edition of the Obion County School District's Field Trip Manual

Grade Level (elementary) _____ Subject Area (secondary) Beta Club

1. How is this trip an integral part of an approved course of study? Academic and talent competition

2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:

- a. Practice for competition
- b. Community service hours
- c. Club meetings
- d. _____

3. Follow-up activities for this unit will include the following activities:

- a. attend board meeting
- b. possible national convention for winners of competition
- c. _____
- d. _____

4. Transportation Requested: 1 Bus

5. Date of Trip: April 9-11, 2012

6. Substitutes Requested (if necessary): 3

7. Parental Permission Forms Received: _____

8. Plans of Students Not Going On Trip: classes as normal

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9. List of Chaperones (All High School trips must have 1 chaperone per 20 students. All Elementary trips must have 1 chaperone per 10 students. Overnight field trips require board-approved chaperones):

Casey Webb, Gwin Wood, Laura Pitts

10. What is the total number of students going on the trip?

40

11. How much regular classroom instructional time will be missed?

2 1/2 days

12. What is the approximate cost of the trip per student?

0

13. How are you funding the trip?

Fundraisers / Selling doughnuts + homecoming shirts

14. Place a check by the expenses you plan to submit for reimbursement:

(1) Registration

(2) Meals

(3) Lodging (include name of hotel and cost per night)

(4) Mileage

(5) Other anticipated expenses such as parking (specify)

Signed:

Laura Pitts
(Teacher Requesting Trip)

Date:

1-12-12

Approved By:

Linda Crisp
(Signature of Principal)

Date:

1-12-12

Approved By:

[Signature]
(Signature of Assistant Director of Schools)

Date:

1-12-12

Approved By:

(Signature of Director of Schools)

Date:

Approved by Board (if necessary):

Remarks or Conditions:

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Request for Transportation

INSTRUCTIONS:

1. Complete all items in Part A and submit to your principal for his/her approval.
2. This form must be approved and forwarded to the transportation office by the principal at least two weeks preceding the date of the trip.
3. Time: Trips are to be planned, if at all possible, between the hours of 9:00 a.m. and 2:00 p.m. If a trip is to extend beyond these times, special arrangements will be needed. Special arrangements to be completed by the director of transportation and the principal.
4. *Bus Conduct Rules and Regulations* shall be enforced by the sponsor.
5. Approval of trips is subject to availability of busses.
6. No more than five(5) chaperones per bus.
7. Approved and scheduled requests will be returned to the building principal.

Part A:

Date Submitted: 1-12-12 School: OCCHSGroup or Activity Requesting Transportation: Beta ClubSponsor: Laura Pitts/Casey Webb Charged or bill to: Beta ClubTrip Date: April 9-11, 2012 # of Buses: 1 # of Students: 50 # of Chaperones: 3Do You Need A Driver? Yes No If Not, Who Is Driving? Gwin WoodSpecific Location of Loading Place: OCCHSTimes: Loading: 11:15 Leaving School: 11:30 Arrive First Destination: 4:00Leave Last Destination: 12:00 Return: 4:00Destination: Gaylord Opryland Hotel Nashville, TNPhysical Address: Opryland Drive Nashville, TN

Trip Itinerary and Item(s) of Special Note should be included on the back of this form. Any stops between points must be approved by the principal.

Part B: (For administrative use - building level)

Request Approved Request Denied Date of Approval/Denial 1-12-12 Building Principal Signature [Signature]

Part C: (For transportation office)

Request Approved Request Denied Type of Transportation: District Bus: Chartered Bus: Other:

Supervisor of Transportation Signature _____ Approximate Cost: _____